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## **LIST OF ATTACHMENTS**

**ATTACHMENT A – SAMPLE STORM WATER QUALITY CONSTRUCTION INSPECTION CHECKLIST**

## **GENERAL BACKGROUND INFORMATION**

In 1999, the State Water Resources Control Board (SWRCB) issued the *National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Construction Activity* (CAS000002), hereafter referred to as the *General Permit*. In April 2001, the SWRCB modified the Monitoring Program and Reporting Requirements of the *General Permit* to include new sampling and analytical requirements for construction projects. The new monitoring requirements do not apply to discharges from tribal lands or from the Lake Tahoe Hydrologic Unit. The new requirements are intended to determine if Best Management Practices (BMPs) implemented on the construction site are effective for preventing sediment/silt and other construction-related pollutants from impacting water quality objectives.

**By August 1, 2001**, Storm Water Pollution Prevention Plans (SWPPPs) for on-going projects must be revised to incorporate the new sampling and analytical requirements. All SWPPP projects will be subject to the new requirements and may require one or more contract change orders (CCOs) and/or other courses of action for compliance. Projects that require Water Pollution Control Programs (WPCPs) are not subject to the new sampling and analysis requirements at this time.

The District Construction Storm Water Coordinator (DCSWC) or Resident Engineer (RE) should review the SWPPP, and draft instructions for necessary SWPPP revisions for the CCO(s). This directive provides guidance for issuing the CCO(s) necessary to ensure compliance with the new requirements.

The new sampling and analysis requirements are set forth in the *Modifications to Water Quality Order 99-08-DWQ, SWRCB, NPDES General Permit for Storm Water Discharges Associated with Construction Activity*, hereafter referred to as the *Modifications*, which were adopted by the SWRCB on April 26, 2001. A copy of the *Modifications* can be accessed on the SWRCB web site at [http://www.swrcb.ca.gov/stormwtr/docs/adopted\\_modifications%20.doc](http://www.swrcb.ca.gov/stormwtr/docs/adopted_modifications%20.doc). The *Modifications* do not apply to projects in tribal lands or to projects in the Lake Tahoe Hydrologic Unit.

The *Modifications* apply to Caltrans' current construction projects and delineate two categories of pollutants. These categories of pollutants are (1) sediment/silt/turbidity and (2) non-visible pollutants. These two categories are subject to different sampling and analysis requirements as described in this directive.

1. **Category 1: Sediment/Silt/Turbidity** – The Environmental Protection Agency (EPA) lists certain water bodies as being impaired, referred to as 303(d) water bodies. The *Modifications* require specific sampling and analysis for construction projects that discharge to 303(d) water bodies listed as impaired due to high levels of Sedimentation/Siltation or Turbidity. A list of 303(d) water bodies in California can be accessed at the SWRCB web site at: <http://www.swrcb.ca.gov/stormwtr/construction.htm>.

Where a project discharges directly into a 303(d) water body listed for sediment or turbidity, the SWPPP must include a sampling and analysis plan (SAP) that will determine whether the 303(d) water has any net increase in sediment load from preconstruction levels due to storm water discharges from the project. Discharges that flow to tributaries of 303(d) waters, which are not themselves listed, or which flow to a Municipal Separate Storm Sewer System, are not subject to these requirements.

**Category 2: Non-Visible Pollutants** – Where a project discharges storm water that may be contaminated with pollutants that cannot be detected visually, the SWPPP must include a SAP that will be implemented to monitor the runoff for non-visible pollutants that are known or should be known to be on site. This requirement applies to discharges from the construction site **to any water body, storm drain, or land**. Pollutants that should be considered for inclusion in the SAP are those identified in Sections A.5.b. and A.5.c of the *General Permit*.

All construction sites will be required to prepare a SAP for non-visible pollutants unless the contractor, with the RE's approval, can document that **all** of the following conditions apply to the project:

- The project does not store or transport potential non-visible pollutants.
- The project does not have the potential to spill or spread non-visible pollutants.
- The project does not store construction materials or wastes that are not in watertight containers, under watertight roofs, or within buildings. A watertight container is such that storm water cannot reasonably be expected to come into contact with construction material, or that any storm water that does come into contact with the construction material could not reasonably be expected to discharge from the construction site.
- The project does not use soil amendments with the potential to elevate pH levels, such as lime or gypsum.
- The project does not have the potential to discharge pollutants from the following activities: slurry from sawcutting of concrete or asphalt; washing of exposed aggregate concrete; concrete rinse water; building washing operations; equipment washing operations; minor street washing associated with street delineation; and/or sealing and paving activities occurring during rains.
- The existing project site does not have any features that, as a result of known past usage, may contribute pollutants to storm water, (e.g., toxic materials that are known to have been treated, stored, disposed, spilled, or leaked onto the construction site).

Non-visible pollutants are those that cannot be seen in the discharge. Such pollutants may result where storm water contacts pollutants that are or should be known to occur on the site (e.g., contaminated soils, spills, soil amendments, uncovered material stockpiles, or other sources of materials and chemicals). For example, if storm water en route to the storm drainage inlet were to contact spills of construction materials or wastes, or an unprotected stockpile of asphalt cold-mix, the storm water could be contaminated with non-visible pollutants and would be subject to the sampling and analysis requirements of the *Modifications*.

Under the new requirements, the SWPPP must include an appropriate SAP to be implemented if the **potential** for such contamination is known. Where appropriate BMPs are not implemented prior to a rain event, or any failure of a BMP occurs, which could result in the discharge of non-visible pollutants to surface waters, or the site is known to be contaminated, the requirements to conduct sampling and analysis shall apply. Appropriate BMPs identified in the *Caltrans Storm Water Handbooks* include Non-Storm Water Management BMPs and Waste Management and Materials Pollution Control BMPs. If spilled materials or wastes are completely removed (including contaminated soils) and are properly stored or disposed of prior to a rain event in accordance with BMPs, no sampling and analysis of storm water would be required because there is no potential for storm water contamination. Similarly, if a stockpile of asphalt cold mix is stored in a watertight container, no sampling and analysis would be required.

## **IMPLEMENTING THE MODIFICATIONS**

The following guidance documents are provided to assist the resident engineer with executing CCO(s) to ensure compliance with the new requirements for on-going construction projects:

- CCO Instructions Provides step-by-step instructions for ensuring compliance with the requirements of the *Modifications*.
- Checklist of SWPPP Requirements for SAPs Provides guidance for determining required amendments to the SWPPP for the SAP and implementation of the SAP.
- CCO Template #1 Provides a CCO template for amending the SWPPP to incorporate a SAP.
- CCO Template #2 Provides a CCO template for the additional work for implementing the SAP.

## **CONTRACT CHANGE ORDER INSTRUCTIONS**

### **STEP-1 REVIEW THIS DOCUMENT**

The person(s) responsible for drafting the CCOs first reviews this entire document to gain an understanding of the requirements in the *Modifications*. An electronic Microsoft® Word version of this document is available so that the checklist and templates can be modified and printed for ease of use. The document can be accessed on the Caltrans Construction Division intranet web site at <http://roadway.doc.ca.gov> or obtained from the DCSWC.

### **STEP-2 RESIDENT ENGINEER COMPLETES THE CONTRACT CHANGE ORDER (CCO) CHECKLIST**

The resident engineer completes the checklist to determine which sampling and analysis requirements are applicable to the project and the revisions needed for the SWPPP. This process defines the scope of the required SWPPP amendments so that the contractor can determine time and cost for the revision.

### **STEP-3 CONTRACTOR DEVELOPS COST PROPOSAL FOR SWPPP AMENDMENT**

After completing the checklist, the resident engineer provides the contractor with a copy of the completed checklist. The contractor uses the checklist to develop and submit a cost proposal for amending the SWPPP and a list of work items and cost proposal for additional work to implement the amended SWPPP.

**STEP-4      RESIDENT ENGINEER PREPARES CONTRACT CHANGE ORDER FOR SWPPP AMENDMENT**

The resident engineer reviews the contractor's cost proposal for the SWPPP amendment. If a fair price is proposed, the resident engineer instructs the contractor to proceed with preparing the SWPPP amendment. It has been estimated that the SWPPP amendment will require between 20 and 40 hours to prepare. The resident engineer prepares the CCO using CCO Template #1 – SWPPP Amendment, included in this document. (Note that portions of the template contain instructions that should be deleted by the resident engineer when preparing the CCO.)

**STEP-5      RESIDENT ENGINEER REVIEWS/APPROVES SWPPP AMENDMENT**

The resident engineers reviews the SWPPP amendment submitted by the contractor based on the information in the Checklist of SWPPP Requirements for SAPs, the CCO, and the requirements of the *Modifications* to the *General Permit*. The resident engineer may utilize the services of Holmes & Narver/Geomatrix, or the contractors identified in Master Service Contract 43A0010, *Clearance of Right of Way of Hazardous Materials/Waste and Underground Tanks(See page 11) Found During Construction ("Construction Emergency contract")*, for assistance in reviewing the SAP of the SWPPP amendment. At the time of this writing, Master Service Contract 43A0010 was temporarily extended until its replacement, 43A0085, was in place. A copy of the current construction emergency contract and procedures for its use can be obtained at the following intranet web site <http://trenv.dot.ca.gov/haz/contracts.htm>. If the requirements are satisfied, the resident engineer approves the amendment.

**STEP-6      RESIDENT ENGINEER PREPARES CONTRACT CHANGE ORDER FOR ADDITIONAL WORK**

The resident engineer prepares a Contract Change Order (CCO) for the additional work to implement the SAP using CCO Template #2 – Additional Work (included in this document) to test for sedimentation/siltation or turbidity (Category 1) and/or for the additional testing due to the potential discharge of non-visible pollutants (Category 2). Note that the CCO excludes additional work required due to the failure of the contractor to properly implement, inspect, maintain, and repair BMPs required by approved SWPPP.

**STEP-7      CONTRACTOR IMPLEMENTS SAP REQUIRED IN AMENDED SWPPP**

The contractor implements the SAP in the field as specified in the amended SWPPP. Note that the contractor is responsible for implementing any additional sampling and analysis for non-visible pollutants (Category 2) that are necessary because the contractor failed to properly implement, inspect, maintain, and repair required BMPs in accordance with the SWPPP to prevent such discharges.

## **CHECKLIST OF SWPPP REQUIREMENTS FOR SAPs**

### **Instructions to the resident engineer:**

1. Complete the following checklist to determine which of the sampling and analysis requirements in the *Modifications* are applicable to the project.
2. Submit a copy of the completed checklist to the contractor.
3. The contractor is required to develop and submit a cost proposal for amending the SWPPP to incorporate an appropriate SAP to comply with the requirements of the *Modifications*.
4. Section numbers referenced in this checklist pertain to SWPPP section numbers identified in the *SWPPP and WPCP Preparation Manual* (November 2000) and the *Construction Contractors Guide and Specifications Handbook* (April 1997), respectively.

1. **Does the construction site storm water runoff discharge directly to a 303(d) water body listed as being impaired due to Sedimentation/Siltation or Turbidity?** Discharge is via a point source, i.e., concentrated flow. Note: Discharges that flow directly into tributaries of 303(d) water bodies, which are not themselves 303(d) listed, and discharges to Municipal Separate Storm Sewer Systems, including Caltrans storm drainage system, are not subject to the new requirements.

IF **NO**, THE REQUIREMENTS FOR SEDIMENT/TURBIDITY MONITORING DO NOT APPLY. CONTINUE WITH QUESTION #2 ON THE CHECKLIST.

IF **YES**:

- A. The SWPPP must be amended to comply with Sections A.1.e, A.5.b.(7), and B.7 of the *Modifications* as follows:

1. Section 600 or 200 – SWPPP Amendments

- a. Add SWPPP Amendment Certification and Approval.
- b. Add amendment details to Amendment Log.

2. Add Section 600.4 or 500.10 – SAP for Sediment

- a. The SAP shall comply with the requirements in the Caltrans *Guidance Manual: Stormwater Monitoring Protocols* (July 2000). The *Guidance Manual* provides a sample SAP outline. The *Guidance Manual* is available on the Caltrans internet site at: <http://www.dot.ca.gov/hq/env/stormwater/special/index.htm>.

An additional guidance document titled *Construction Storm Water Quality Sampling Document* is available from the Storm Water Quality Task Force at <http://www.blymer.com/>. This guidance document is not a Caltrans document and is provided for informational purposes only. The information in this document should not be considered a requirement to the SAP.

- b. Name the 303(d) listed receiving water and the reason for impairment (Sedimentation/Siltation or Turbidity).
  - c. Identify the potential for storm water discharges containing sediment to discharge directly to the 303(d) listed receiving water.
  - d. Identify the specific locations of direct discharge from and run-on to the construction site into the 303(d) water body.
  - e. Identify sampling locations for monitoring the discharge and run-on and include the rationale for selecting these locations: (1) a location upstream of the discharge that represents prevailing condition of the water body, (2) a location immediately downstream from the last point of discharge, and (3) locations where run-on enters the Caltrans right-of-way. Identify sampling schedule: (1) Samples shall be collected from safe collection points during the first two hours of discharge from rain events during daylight hours which result in a direct discharge to the 303(d) water body; and (2) a maximum of four sampling events will be required per month.
  - f. State that personnel trained in water quality sampling procedures shall collect samples.
  - g. If the water body has been listed because of impairment due to Sedimentation/Siltation, samples must be analyzed for:
    - Settleable Solids (ml/l) using EPA Test Method 2540(f) and Total Suspended Solids (TSS) (mg/l) using EPA Test Method 2540 (d) **or**
    - Suspended Sediment Concentration using ASTM D3977-97.
  - i. If the water body has been listed because of impairment due to Turbidity, analyze for Turbidity (NTU) using EPA Test Method 2130(b).
  - j. For samples that will be analyzed by a laboratory, specify that sampling, preservation and analysis shall be in accordance with 40 CFR Part 136.
  - k. For samples that will be analyzed in the field by the contractor, specify that collection, analysis, and equipment calibration will be in accordance with manufacturer's specifications.
  - l. A copy of all water quality sample analytical results and Quality Assurance/Quality Control (QA/QC) data shall be submitted to the resident engineer within three days of sampling (for field analyses) or 30 days (for laboratory analyses). The results shall be provided in a hard copy and electronic format consistent with the data reporting requirements in the Caltrans *Guidance Manual: Stormwater Monitoring Protocols* (July 2000).
  - m. An evaluation of the water quality sample analytical results shall be submitted with the analytical results and the QA/QC data.
  - n. State that all field and laboratory results will be maintained on the project site with the SWPPP documents.
3. Attachment B – Water Pollution Control Drawings
- a. Show the locations of direct discharge from and run-on to the construction site into the water body.
  - b. Show the sampling locations for monitoring the discharge including: (1) a location upstream of the discharge that represents prevailing conditions of the water body, (2) a location immediately downstream from the last point of discharge, and (3) locations where run-on enters the Caltrans right-of-way.

4. Attachment H or I – Inspection Checklist
  - a. Revise the Storm Water Quality Construction Inspection Checklist in the SWPPP to require the contractor to document that samples for sedimentation/silt or turbidity were taken during rain events as required by the SAP. See Attachment A for a sample Storm Water Quality Construction Inspection check list.
- B. A CCO will be required for additional work to amend the SWPPP with a SAP for Sediment using Template #1.
- C. A CCO will be required for additional work required to implement the SAP in the amended SWPPP using Template #2. The estimated cost for implementing a typical SAP for Non-Visible Pollutants is \$10,000 for each year of construction. The CCO will not cover additional sampling and analysis work for the contractor's failure to properly implement, inspect, maintain, and repair BMPs in the SWPPP or for storing construction materials or wastes in watertightSediment is \$20,000 for each year of construction.



2. **ALL SWPPP PROJECTS** will be required to prepare a SAP for non-visible pollutants, unless the contractor, with the RE's approval, can document that the answer to each of the following questions is NO:

- Yes ☐ No ☐ Does the project store or transport potential pollutants other than sediment?
- Yes ☐ No ☐ Does the project have the potential to spill or spread pollutants other than sediment?
- Yes ☐ No ☐ Are there construction materials or wastes that are stored on the construction site that are not in watertight containers, under watertight roofs, or within buildings (e.g. uncovered stockpiles of materials)?
- Yes ☐ No ☐ Do construction activities include application of soil amendments with the potential to elevate pH (e.g. lime or gypsum)?
- Yes ☐ No ☐ Does the project have the potential to discharge potential pollutants from the following activities: Slurry from sawcutting of concrete or asphalt? Washing of exposed aggregate concrete? Concrete operations rinse water? Building washing operations? Equipment maintenance/fueling/washing operations? Minor street washing associated with street delineation? Sealing and paving activities during rain events?
- Yes ☐ No ☐ Have visual inspections conducted before, during or after rain events identified any breach, malfunction, leakage, or spill which would result in the discharge of a non-visible pollutant?
- Yes ☐ No ☐ Does the existing project site have any features that, as a result of known past usage, may contribute pollutants to storm water? Is there known contamination on the site?

If YES to any of the above questions:

- A. The SWPPP must be amended to comply with Sections A.1.f, A.5.b.(8), and B.8 of the *Modifications*, as follows:

1. Section 600 or 200 – SWPPP Amendments
  - a. Add SWPPP Amendment Certification and Approval.
  - b. Add amendment details to Amendment Log.
2. Add Section 600.5 or 200.10 – SAP for Non-Visible Pollutants
  - a. The SAP shall comply with the requirements in the Caltrans *Guidance Manual: Stormwater Monitoring Protocols* (July 2000). The *Guidance Manual* provides a sample SAP outline. The *Guidance Manual* is available on the Caltrans internet web site at: <http://www.dot.ca.gov/hq/env/stormwater/special/index.htm>.

An additional guidance document titled *Construction Storm Water Quality Sampling Document* is available from the Storm Water Quality Task Force at <http://www.blymer.com/>. This guidance document is not a Caltrans document and is provided for informational purposes only. The information in this document should not be considered a requirement to the SAP.

- b. Identify the potential pollutants on the construction site (Section 500.3.1 & 500.3.3 or 500.2.4 & 500.2.3.7) that would not be visibly detectable in storm water runoff. Identify storage locations. Reference the locations shown on the Water Pollution Control Drawings in Attachment B of the SWPPP as applicable.
  - c. State that a sufficiently large sample of storm water that has not come in contact with disturbed soil or the potential pollutants will be collected as a baseline sample for comparison with samples being analyzed for pollutants.
  - d. State that collection of discharge samples will be triggered upon observation of any breach, malfunction, leakage, or spill which could result in the discharge of pollutants to surface waters or a storm sewer system before, during or after rain events that occur during daylight hours and generate runoff and/or by any other knowledge that would indicate that non-visible pollutants may be present in the storm water. Other knowledge would include that the project does not store construction materials or wastes in watertight containers, under watertight roofs, or within buildings, and the project does not use soil amendments with the potential to elevate pH levels, such as lime or gypsum.
  - e. State that samples shall be collected during the first two hours of discharge at all discharge locations, which drain the area of the observed breach, malfunction, leakage, or spill, or suspected contamination. Include the rationale used to select each sample location.
  - f. State that personnel trained in water quality sampling procedures shall collect samples.
  - g. State that samples shall be analyzed for indicator parameters including, but not limited to: pH, specific conductance, dissolved oxygen, conductivity, salinity, and total dissolved solids (TDS). The SAP shall state a rationale for each analytical procedure used, and for indicator analytical procedures, the specific pollutant(s) shall be identified.
  - h. State that samples will be analyzed for the suspected pollutant in the field or through laboratory analysis and compared with the baseline sample collected and stored on site.
    - For samples that will be analyzed by a laboratory, specify that sampling, preservation and analysis shall be in accordance with 40 CFR Part 136.
    - For samples that will be analyzed in the field by the contractor, state that sampling, collection, analysis, and equipment calibration will be in accordance with manufacturer's specifications.
  - i. A copy of all water quality sample analytical results and QA/QC data shall be submitted to the resident engineer within three days of sampling (for field analyses) or 30 days (for laboratory analyses). The results shall be provided in a hard copy and electronic format consistent with the data reporting requirements in the Caltrans *Guidance Manual: Stormwater Monitoring Protocols* (July 2000).
  - j. An evaluation of the water quality sample analytical results shall be submitted with the analytical results and the QA/QC data.
  - k. State that all field and laboratory results will be maintained on the project site with the SWPPP documents.
3. Attachment B – Water Pollution Control Drawings
- a. Show the sampling locations for monitoring the discharge.

4. Attachment H or I – Inspection Checklist
  - a. Revise the Storm Water Quality Construction Inspection Checklist in the SWPPP to require the contractor to state if water quality sampling is necessary based on the requirements in the *Modifications* such as: breach, malfunction, leakage, or spill observed which could result in the discharge of non-visible pollutants. See Attachment A for a sample Storm Water Quality Construction Inspection check list.
- B. A CCO will be required for the additional work to amend the SWPPP with a SAP for Non-Visible Pollutants using Template #1.
- C. A CCO will be required for additional work to comply with the SAP in the amended SWPPP using Template #2. The estimated cost for implementing a typical SAP for Non-Visible Pollutants is \$10,000 for each year of construction. The CCO will not cover additional sampling and analysis work for the contractor's failure to properly implement, inspect, maintain, and repair BMPs in the approved SWPPP or for storing construction materials or wastes in watertight containers, under watertight roofs, or within buildings.

**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**Contract Change Order Template #1 – SWPPP Amendment**

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

Form HC-5 CONTRACT CHANGE ORDER NO. \_\_\_\_\_ SUPPL. NO. \_\_\_\_\_  
(Rev. 6/84)

ROAD \_\_\_\_\_ SHEET 1 OF \_\_\_\_\_ SHEETS

FEDERAL NO. (S) \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

To \_\_\_\_\_ Contractor

You are hereby directed to make the herein described change from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

NOTE: This change order is not effective until approved by the Engineer.

Description of work to be done, estimates of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, notes for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change requested by [Engineer]

The last percentage shown is not accumulated increases or decreases from the original quantity in the Engineer's Estimate

**1. Adjustment of Compensation at Agreed Lump Sum Price**

The contractor shall revise and resubmit for approval the existing SWPPP document to comply with the provisions of the revised Monitoring Program and Reporting Requirements as stated in the *Modifications to Water Quality Order 99-08-DWQ NPDES General Permit for Storm Water Discharges Associated with Construction Activity*, adopted on April 26, 2001. The contractor shall revise the SWPPP according to the provisions contained in the Modifications to the General Permit according to Contract Change Order Requirements of this contract change order.

***[Districts shall identify a time frame required to revise, submit and review the SWPPP, and the number of copies required. The recommended time frames are 10 to 15 days for the Contractor to revise; 10 to 15 days for the first review period; and 3 to 5 days for the second review. Districts may revise the language provided as necessary to fit the project.]***

Within ( ) days after the engineer directs the contractor to proceed with this contract change order, the contractor shall revise and resubmit ( ) copies of the SWPPP to the Engineer. The contractor shall allow ( ) days for the engineer to review the Revised SWPPP. If further revisions are required, as determined by the engineer, the contractor shall revise and resubmit the SWPPP within ( ) days of receipt of the engineer's comments and shall allow ( ) days for the engineer to review the revisions."

***[Insert number of approved SWPPP documents required. For most insert 3 or 4.]***

Upon the engineer's approval of the Revised SWPPP, ( ) additional copies of the SWPPP, incorporating the required changes shall be submitted to the engineer. The engineer may conditionally approve the revisions while minor changes are actively being completed. The engineer may stop or redirect work for failing to comply with the requirements of the Modification to the General Construction Permit, and or the approved Revised SWPPP.

The contract change order lump sum price paid for "Revise and Resubmit SWPPP" shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals for doing all the work involved in reviewing, and revising the previously approved SWPPP according to the Modification to the General Construction Permit and as indicated in the Contract Change Order Checklist of this contract change order. After the engineer's approval of the Revised SWPPP, amendments shall be considered as part of the original lump sum price to Revise and Resubmit SWPPP, and no additional compensation will be allowed.

Estimated Cost Decrease \$ \_\_\_\_\_ or Increase \$ \_\_\_\_\_

By reason of this order the time of  
Completion will be adjusted as follows: No Adjustment

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Approval Recommended: \_\_\_\_\_ Date \_\_\_\_\_

Approval Engineer by: \_\_\_\_\_ Date \_\_\_\_\_

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment thereafter the prices shown above.

Accepted Date \_\_\_\_\_ Contractor \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

If the contractor does not sign acceptance of this order, his attention is directed to the requirements of the specifications as to proceeding with the ordered work and end filing a written protest within the time therein specified.

**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**CONTRACT CHANGE ORDER TEMPLATE #2 – ADDITIONAL WORK**

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

Form HC-5 CONTRACT CHANGE ORDER NO. \_\_\_\_\_ SUPPL. NO. \_\_\_\_\_  
(Rev. 6/84)

ROAD \_\_\_\_\_ SHEET 1 OF \_\_\_\_\_ SHEETS

FEDERAL NO. (S) \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

To \_\_\_\_\_ Contractor

You are hereby directed to make the herein described change from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

NOTE: This change order is not effective until approved by the Engineer.

Description of work to be done, estimates of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, notes for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change requested by [Engineer]

The last percentage shown is not accumulated increases or decreases from the original quantity in the Engineer's Estimate

**1. Extra Work at Force Account**

The contractor shall "Implement a Monitoring and Reporting Program" as shown in the revised SWPPP.

The contract change order price paid shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in conducting storm water sample collection, analysis, and disposal.

This contract change order excludes additional sampling and analysis work due to Contractor's failure to properly implement, inspect, maintain, and repair BMPs required in the approved SWPPP for the project. If storm water inspections conducted before, during, or after rain events are not documented by the Contractor, no additional work for sampling and analysis is authorized under this contract change order.

Estimated Cost Decrease \$ \_\_\_\_\_ or Increase \$ \_\_\_\_\_

By reason of this order the time of

Completion will be adjusted as follows: No Adjustment

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Approval Recommended: \_\_\_\_\_ Date \_\_\_\_\_

Approval Engineer by: \_\_\_\_\_ Date \_\_\_\_\_

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment thereafter the prices shown above.

Accepted Date \_\_\_\_\_ Contractor \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

If the contractor does not sign acceptance of this order, his attention is directed to the requirements of the specifications as to proceeding with the ordered work and end filing a written protest within the time therein specified.